

# STATE OF GEORGIA

## RECORDS RETENTION SCHEDULE APPLICATION

<i>The Retention Schedule Program will enter this data:</i>	<b>Sheet:</b> 1 of 2
	<b>Schedule #:</b> 2001-0036
	<b>Effective Date:</b> 2/9/2001

(Agency use)

(Archives use)

**Date Sent:**

**Date  
Received:**

**Agency  
Control No.:** Office of Programming

**Agency Code:** 0484

**Control No.:** 2001202-01

**Applicant:** Department of Transportation  
**Address:** 5025 New Peachtree Rd.  
Chamblee, Ga. 30341

**Phone:** 770-986-1364  
**FAX:** 770-986-1056  
**Email:**

**Creating  
Office:** Office of Programming  
**Address:** 5025 New Peachtree Rd.  
Chamblee, G. 30341

**Phone:** 770-986-1364  
**FAX:** 770-986-1056  
**Email:** clayton.carter @dot.state.ga.us

**Administrator:** Herman T. Griffin  
#2 Capitol Square, SW  
Atlanta, Ga. 30334-1002

**Phone:** 404-656-5320  
**FAX:**  
**Email:** HermanGriffin@dot.state.ga.us

**Application  
Type:** New

**Class:** Individual

**Series Title:** Federal Highway Unit Distribution Letters

**Dates of  
Series:** 1930- On going

**Access:** Open

**Function  
Documented:** A document in which the Federal Highway Unit of the Georgia Department of Transportation notifies other offices within the Department of approved changes to the Federal Highway System. This document is prepared after the Federal Highway Administration (FHWA) has notified the Federal Highway Unit of the Georgia DOT that they have approved the revisions recommend by the Department of Transportation.

**Consists of:** This Letter is accompanied by a Federal Highway System Resolution that is signed by the local government Metropolitan Planning Organization (MPO), the Federal Highway Administration, and sketch map. In addition, a letter is also addressed to the local government MPO involved along with a copy of the same Resolution and sketch map.

**Media:** Paper document

**STATE OF GEORGIA**  
**RECORDS RETENTION SCHEDULE APPLICATION**

<i>The Retention Schedule Program will enter this data:</i>	<table style="width: 100%; border: none;"><tr><td style="width: 50%;"><b>Sheet:</b></td><td><b>1 of 2</b></td></tr><tr><td><b>Schedule #:</b></td><td><b>2001-0036</b></td></tr><tr><td><b>Effective Date:</b></td><td><b>2/9/2001</b></td></tr></table>	<b>Sheet:</b>	<b>1 of 2</b>	<b>Schedule #:</b>	<b>2001-0036</b>	<b>Effective Date:</b>	<b>2/9/2001</b>
<b>Sheet:</b>	<b>1 of 2</b>						
<b>Schedule #:</b>	<b>2001-0036</b>						
<b>Effective Date:</b>	<b>2/9/2001</b>						

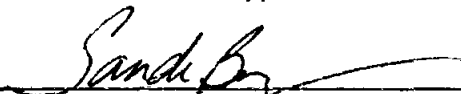
**Indexed by:** Reference file number

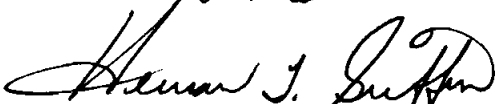
**Retention Requirement:** 0  
**State Law or Regulation:** 0  
**Federal Law or Regulation:** 0  
**Administrative Need:** Permanent

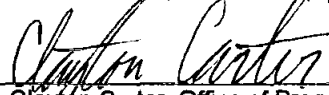
**Cutoff Event:** After the local government/MPO and the Federal Highway Administration has signed the resolution. These files become complete and will be maintained in current office permanently.

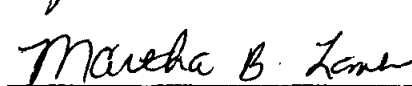
**Total Retention:** Permanent, Retain in office

*The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.*

**Authorized by:**  2/7/01  
Sandra Burgess, Legal Services Date

**Concur:**  2/7/01  
Herman Griffin, Office Head, Office of Programming Date

**Concur:**  2/8/01  
Clayton Carter, Office of Programming Date

**Submitted by:**  2/7/01  
Martha B. Lamb, Records Management Officer Date

*The State Records Committee approves this recommended retention period for the named records series by the named creating office.*

**Signed:**  2/14/01  
David Carmicheal, Secretary of State Designee Date